

# HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

## REGULAR MEETING MINUTES

Housing Authority Office

May 19, 2015

8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Fields, Executive Director.

The meeting was called to order at 8:37 a.m. by the Chairman.

### MINUTES

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to accept the minutes of the April 16, 2015 Regular Meeting. Motion approved unanimously.

### COMMENTS FROM THE PUBLIC

None

### COMMUNICATIONS

Ms. Fields stated that she received a letter from HUD which rated the Housing Authority's performance on each Section 8 Management Assessment Program (SEMAP) indicator as well as providing its overall score. Again this year, the Housing Authority has received the designation of "High Performer" and received a score of 100 percent.

### REPORTS OF THE DIRECTOR

#### Bills

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the amended March bills. Motion approved unanimously.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the April bills. Motion approved unanimously.

#### Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the March Financials. Motion approved unanimously.

Mr. Simonsen asked Ms. Fields to investigate other health insurance options that may be available under the Affordable Care Act and compare them to the cost with the Town's insurance.

#### Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the April Section 8 Statistical Report. Motion approved unanimously.

Mr. Simonson asked Ms. Fields to investigate the possibility of obtaining vouchers for veterans under VASH in addition to providing information about our programs to the Veterans Affairs Office on campus.

### REPORT FROM TENANT REPRESENTATIVE

## **Human Services Advisory Committee**

Mr. Eddy stated that he had no report as the next meeting will not take place until May 27, 2015.

### **General Reports**

Mr. Eddy reported people are driving in the maintenance driveway, parking in the back by the garage and on the grass. Ms. Fields also reported that someone backed into a light pole. Mr. Eddy suggested that it may be necessary to install the chain again. Ms. Fields agreed and suggested we try to stop those using it (with a verbal reminder) and see if the behavior can be changed.

Mr. Eddy reported that there was a party at the house across the street from the Housing Authority (on South Eagleville) and it was reported to him that some people came onto the property in the picnic area and were drinking. No resident call the police as they did not want to “get involved.” No reports were made to the office regarding the incident.

## **COMMITTEE REPORTS**

### **Policy Committee**

The Committee met on April 30, 2015 and discussed a no smoking policy and a pet policy.

#### **No Smoking Policy**

Currently there are only two units at Holinko that have tenants who smoke and only one unit at Wrights Village. At this point it doesn't seem to be much of a problem and there have been no complaints. The recommendation of the committee was to grandfather in current tenants who smoke and create a policy that no smoking would be allowed in any unit or interior common areas for all new tenants. Smoking on the property would still be allowed until all current smoking tenants have left. At that point, consideration for a non-smoking property would be considered. In addition, it was suggested that any new property being managed by the Housing Authority should have a no smoking policy for the whole property, providing the property owner approves.

The Board asked Ms. Fields to create a policy based on the discussion, send it to the Board members prior to the next Regular meeting for review at that meeting.

#### **Wrights Village Pet Policy**

The committee suggested the tenant representative request a vote on whether or not pets would be allowed, outside the current exceptions. After discussion, the Board asked Ms. Fields to create language that would be inserted into the lease and provide that language to the Board for discussion at the next Regular meeting.

## **UNFINISHED BUSINESS**

### **Holinko Estate Solar Panel Installation Update**

The GIS administration will provide Ms. Fields with guidance on setting up a one-time forward transfer certificate that will last the full 15 years life. It will need to be set up by July 10, 2015. That guidance should be forthcoming in the next couple months.

### **Tenant Commissioner Replacement**

Ms. Fields reviewed the policy and emailed her questions and comments to Attorney Barbara McGrath along with a draft of the notification to tenants for Tenant Petition for Election and Nominations for her review. Attorney McGrath forwarded back a notice for the Board's approval. The policy with comments is still being reviewed.

**Capital Needs Assessment**

A Capital Needs Assessment is scheduled for May 21st and a report should be issued within 45 days.

**Holinko Fire Hydrant Update**

Ms. Fields received an email from Rick at E.J. Prescott on May 11<sup>th</sup> and they plan to schedule the replacement of the hydrant within the next few weeks. Ms. Fields asked for an estimate for the whole project.

**NEW BUSINESS**

**Wrights Village Uncollectible Debt Write Off**

Ms. Fields asked the Board to vote on the following resolution:

**RESOLUTION**

WHEREAS, it is necessary that the Housing Authority of the Town of Mansfield to write off uncollectible accounts to maintain financial statements that accurately reflect the true financial condition of the Authority;

**THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE TOWN OF MANSFIELD HEREBY AUTHORIZE THE FOLLOWING WRITE OFF:**

A. Wrights Village -	Irmine Breen	\$105.95
B. Wrights Village -	Lucien Bergeron	<u>\$812.00</u>
<b>TOTAL</b>		<b>\$917.95</b>

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the resolution to write off a total amount of \$917.95 for Wrights Village as an uncollectible debt. Motion approved unanimously.

**Holinko Estates – Property Transfer**

Ms. Fields spoke with her contact at CHFA to discuss the possibility of transferring Holinko Estates to the Mansfield Nonprofit Housing Development Corporation to take advantage of all funding sources including those not available to a Housing Authority to expand the development. He thought there would be support for the idea and the existing mortgage could be paid off with the development project.

**MEETING DATE REVIEW**

The next meeting is scheduled for June 18, 2015 at 9:30. It was decided at all meeting as of June will be changed from 8:30 am to 9:30 am.

**OTHER BUSINESS**

None

**ADJOURNMENT**

The Chairman declared the meeting adjourned at 10:32 a.m. without objection.

---

Dexter Eddy, Secretary

**Approved:**

---

Richard Long, Chairman